

Early Learning Coalition of North Florida, Inc.

ANNUAL BOARD MEETING

The Renaissance World Golf Village and Convention Center
September 11, 2024
10:30 a.m.

ATTENDANCE

Members Present:

Myrna Allen, *Secretary*
Leslie Barstow
Ron Coleman
Vina Delcomyn – *Vice Chair*
Brian Graham
Mary Ann Holanchock
Krista Joseph
Michelle Jonihakis, *Treasurer*
Theresa Little
Brian McElhone
Marsha Peacock
Aubrie Simpson-Gotham, *Interim Chair*
Michael Siragusa
Jessica Stallings

Members Absent

Cassandra Bloom
Robin Jernigan
Renee Williams, *Secretary*

Staff Present:

Dawn E. Bell, Chief Executive Officer
Marie Hanson, Office Manager
Tajaro Dixon, Grants and Operations Manager
Susan Pettijohn, Finance Manager
Kelly Pearsall-Ruiz, Finance Assistant

Others Present:

Teresa Matheney, ECS
Makalya Buchanan, new member
Lisa Koburger, new member
Mala Ramoutar, new member
Bailey Steele, new member
Ali Joseph, public

I. CALL TO ORDER/ROLL CALL

Aubrie Simpson-Gotham, Interim Chair called the meeting to order at 10:35 a.m. Roll was taken; quorum was met, with 14 of the 17 board members in attendance.

II. PUBLIC COMMENT- None

III. PROVIDER RECOGNITION

Grants and Operations Manager T. Dixon recognized provider Cheryl Thomas, owner of Thomas Family Daycare Home Inc. Ms Thomas was unable to attend our meeting in person. Ms.

Thomas was the recipient of the ELC supported Family Child Care Homes scholarship which allowed Ms. Thomas to attend their conference. Ms Thomas was very grateful to the ELC for the scholarship and she was able to bring back several new ideas to grow and support her business at higher levels.

IV. APPROVAL OF DELEGATION OF AUTHORITY ITEMS*

The Board designates authority to the Coalition's Office Manager to review and approve the Chief Executive Officer's timesheets, leave requests, work related travel expenses, and other routine operational requests. The delegation items are included in the Board Packet for review. There were no discussions or questions on the items.

APPROVAL OF THE DELEGATION OF AUTHORITY ITEMS*

- 1.** V. Delcomyn motioned to approve the Delegation of Authority Items as presented. T. Little seconded the motion. No discussion. Motion passed unanimously.

V. APPROVAL OF MAY 8, 2024 BOARD MEETING MINUTES*

- 2.** V. Delcomyn motioned to approve the May 8, 2024 Board Meeting Minutes as presented. M. Jonihakis seconded the motion. No discussion. Motion passed unanimously.

VI. NEW/UNFINISHED BUSINESS

A. RETRO-APPROVAL/APPROVAL OF 2022-24 SCHOOL READINESS PLAN AMENDMENT #09*

- RETRO-Approval of Attach I B ELC Org Chart 070124 – was revised to reflect the Coalition Organizational Structure as of July 1, 2024.
- Approval of Attach II F ESD_A_1_Screening_Inclusion_Policies_Proc 020123 rev 061224 – revisions are to increase reminders to providers regarding the requirement to complete ASQs, thereby increasing the overall compliance.

- 3.** M. Jonihakis motioned the retro-approval of the 2022-2024 School Readiness Plan Amendment #09 T. Little seconded the motion. No further discussion. Motion passed unanimously.

B. RETRO ACTIVE Approval (effective 07/01/24) ELC of North Florida and the University of Florida/Lastinger Center Contract effective 07/01/24 – 06/30/25*

This Contract for Services is made and entered into by and between The University of Florida Board of Trustees (a public body corporate of the State of Florida for the benefit of its Lastinger Center for Learning) and the ELC of North Florida.

THIS CONTRACT is to support the implementation of early learning courses [e.g., online only, online with Community of Practice (CoP) Facilitation, and online with Technical Assistance (TA) Coaching] that aligns with quality improvement goals/initiatives, for the Coalition's Child Care Providers. The total contract is **not to exceed \$10,000**.

4. V. Delcomyn motioned the retro-approval of the ELC of North Florida and the University of Florida/Lastinger Center Contract effective 7/01/2024-06/30/2025. M. Peacock seconded the motion. No further discussion. Motion passed unanimously.

C. APPROVAL OF THE AMENDMENT 0001-24 PRIMARY CONTRACT EPISCOPAL CHILDREN'S SERVICES*

1. Items #5, 10, and 31 included updates to the School Readiness budgeted amounts, as well as the Additional School Readiness-Related Programs budgeted amounts per the July 1, 2024 and August 9, 2024 Notices of Award.
2. Items #14, 15, 16, and 32 included updates to the Voluntary Prekindergarten budgeted amounts as well as the Additional Voluntary Prekindergarten-Related Programs budgeted amounts per the July 1, 2024 and August 9, 2024 Notices of Award.
3. Items #6, 28 and 29 included changing the Contractor's responsibility to DEL's responsibility for the parent fee scale and the provider payment rates.
4. Item #8 was to remove the words, "if applicable" regarding Lastinger Center contracts, as a contract was added effective July 1, 2024.
5. Items #1, 7, 9, 13, 19 and 30-37 included renumbering the attachment numbers of the contract, after removing the provider payment rate attachments.
6. Items #33 and 34 made revisions to/replaced the Prior Approval Guidance and Guide with the newest version dated 070124.
7. The remaining items were updates from the Division of Early Learning (DEL) 2024/2025 Grant Agreement.

5. M. Hollanchock motioned to approve the Amendment 0001-24 Primary Contracts Episcopal Children's Services. V. Delcomyn seconded the motion. No further discussion. Motion passed unanimously.

D. APPROVAL OF THE ELCNF BUDGET FOR 2024/2025*

The budget is an estimate of expected expenses for the upcoming year. This budget is in accordance with the Notice of Award dated September 10, 2024 and the budget submitted to DEL on September 10, 2024

6. M. Peacock motioned to approve the ELCNF Budget for 2024/2025. M. Siragusa seconded the motion. No further discussion. Motion passed unanimously.

E. APPROVAL OF THE ELCNF 2023-2024 ANNUAL REPORT*

T. Matheny updated the Board that she would include Gold Seal, QPI, and Special Needs Rates to the narrative portion of the report.

7. V. Delcomyn motioned to approve the ELCNF 2023-2024 Annual Report with T. Matheny's additions. T. Little seconded the motion. No further discussion. Motion passed unanimously.

F. RETRO-APPROVAL OF THE ASSOCIATION OF EARLY LEARNING COALITIONS, INC. ANNUAL MEMBERSHIP DUES*

The Association of Early Learning Coalitions, Inc. Annual Membership Dues of \$9,125.00

7. T. Little motioned to approve the Association of Early Learning Coalitions, Inc. membership dues. M. Holanchock seconded the motion. No further discussion. Motion passed unanimously.

G. RETRO APPROVAL (OF AUGUST 20, 2024) FOR THE TRUTECHNOLOGY CONTRACT FOR MANAGED IT SERVICES. CONTRACT EFFECTIVE OCTOBER 1, 2024*

To approve the one-year contract, with four one-year renewals for managed IT services.

The contract has:

- Full time Managed services
- Network, Server, Workstation & Asset Management with 24/7 x 365 Monitoring and Management.
- Managed Anti-Virus and Firewall Software for all offices
- Cloud management
- Microsoft Office 365 management
- Monthly fee schedule of \$2,450
- This contract is not to exceed \$29,400

8. L Barstow motioned to retro-approve the Trutechnology contract for managed IT services effective October 1, 2024. V. Delcomyn seconded the motion. No further discussion. Motion passed unanimously.

H. APPROVAL OF SENDING ONE ADDITIONAL BOARD MEMBER TO THE NATIONAL SUMMIT ON EDUCATION 2024 IN OKLAHOMA*

9. L. Barstow motioned to approve sending one additional Board member to the National Summit on Education 2024 in Oklahoma. T. Little seconded the motion. B. Graham, J. Stallings, and M. Holanchock abstained from voting. No further discussion. Motion passed unanimously.

I. APPROVAL OF THE ACCOUNTING AND FINANCIAL POLICIES AND PROCEDURES REVISIONS*

This revision is due to recent discovery of requirement in last release of DEL guidance:

F402 – Capitalized Assets and Inventory Requirements, added language from the most recent DEL Guidance regarding inventory requirements (240.02 Tangible Personal Property revised 070123). A requirement was added back into this guidance that certain types of books must be inventoried.

10. T. Little motioned to approve the Accounting and Financial Policies and Procedures revisions. R. Coleman seconded the motion. No further discussion. Motion passed unanimously.

J. REVISIONS TO THE COALITION’S PERSONNEL POLICIES AND PROCEDURES MANUAL*

HR303 – Holidays, added this statement: “In addition, the Coalition will observe any other holidays as granted by DEL and per the current DEL grant agreement, as well as any supplemental statewide office closures authorized by the Governor.”

HR314 – Tuition Reimbursement, made updates after reviewing other coalition tuition policies:

- Added books as reimbursable, but not other fees or taxes.
- Added if receiving financial aid, that aid must be applied to costs prior to application of Coalition resources.
- Changed grade requirement from a “C” to a “B”.
- Added reimbursement amount is at the sole discretion of Coalition management based on budget considerations.
- Added prior approval needed for reimbursements crossing fiscal years.
- Added exceptional circumstances where costs may be reimbursable even if employee was not able to satisfactorily complete the course(s).

11. B. Graham motioned to approve the revisions to the Coalition’s Personnel Policies and Procedures Manual. V. Delcomyn seconded the motion. No further discussion. Motion passed unanimously.

K. APPROVAL OF PRIVATE SECTOR BOARD MEMBER VINA DELCOMYN*

Vina Delcomyn's term will be September 2024 to September 2028.

12. R. Coleman motioned to approve the Private Sector Board Member Vina Delcomyn. T. Little seconded the motion. No further discussion. Motion passed unanimously.

L. APPROVAL OF DCF DESIGNEE BOARD MEMBER MALA RAMOUTAR*

Mala is the DCF Designee filling the seat vacated by Cassandra Virgo. Mala is the Administrator for the Family Services Counselor Supervisor, Office of Licensing, at the Department of Children and Families. Mala has over 35 years in public service and education.

Mala Ramoutar's term will be September 2024 to September 2028.

13. T. Little motioned to approve the DCF Designee Board member Mala Ramoutar. L. Barstow seconded the motion. No further discussion. Motion passed unanimously.

M. APPROVAL OF PRIVATE SECTOR BOARD MEMBER BAILEY STEELE*

Bailey has eight years of experience working within a variety of roles in a childcare facility. Bailey has been a part-time summer counselor and a payroll manager for a corporation of facilities with childcare sites in several states. Bailey has a master's degree in accounting. Bailey brings a thoughtful perspective on keeping the focus for early education on the child while maintaining a steady revenue stream.

Bailey Steele's term will be September 2024 to September 2028

14. L. Barstow motioned to approve the private board member Bailey Steele. T. Little seconded the motion. No further discussion. Motion passed unanimously.

N. APPROVAL OF PRIVATE SECTOR BOARD MEMBER MAKAYLA BUCHANAN*

Makayla works for the Florida Chamber of Commerce. Makayla has an unwavering commitment for early childhood education and its critical role in shaping our community's future.

Professionally she has dedicated her career to uniting businesses and stakeholders around early learning initiatives.

Makayla Buchanan's term will be September 2024 to September 2028.

15. B. Graham motioned to approve the private board member Makeyla Buchanan. T. Little seconded the motion. No further discussion. Motion passed unanimously.

**O. APPROVAL OF REPRESENTATIVE OF CHILD CARE PROVIDERS:
LISA KOBURGER***

Lisa Koburger is a VPK/Pre-K Coordinator for Baker County Pre-K/Kindergarten Center. Lisa has been part of the school's pre-K team for 11 years. Lisa is very interested in giving insight from a provider's point of view and the teachers point of view.

Lisa Koburger's term will be September 2024 to September 2028

16. L Barstow motioned to approve Child Care Provider Representative board member Lisa Koburger. B. Graham seconded the motion. No further discussion. Motion passed unanimously.

P. BOARD MEMBERSHIP REVIEW

D. Bell reviewed upcoming board term dates and overall membership statuses. No discussion or further comments.

Q. ELECTION OF OFFICERS*

By unanimous vote, the following board members were re-elected to serve as the Coalition Officers for the 2024-2025 fiscal year, noting that the term is for three years.:

- Interim Chair: Aubrie Simpson-Gotham
- Vice Chair: Vina Delcomyn
- Treasurer: Michelle Jonihakis
- Secretary: Dr. Myrna Allen

R. STANDING COMMITTEE DISCUSSION AND SIGN-UP

An email was sent to all board members prior to the meeting asking for volunteers to serve on the Executive Admin Committee. The committee requires the four elected officers along with an additional four Board Members.

Based on the responses from Board Members, the following were re-elected to the Executive Administration Committee: A. Simpson-Gotham, V. Delcomyn, M. Jonihakis, M. Allen, Theresa Little and M. Siragusa.

S. CODE OF ETHICS-HANDOUT

The Coalition policy OP202 Code of Ethics was provided in the Board Packet. Board Members and staff did not have any questions regarding the policy. All board members and staff in attendance signed the acknowledgement of compliance and turned them in. Any board member and/or staff who were not in attendance of today's meeting will have their Code of Ethics policy sent to them for review and signature.

CONFLICT OF INTEREST QUESTIONNAIRE-HANDOUT

The Coalition policy OP203 Conflict of Interest was provided in the Board Packet. Board Members and staff did not have any questions regarding the policy. All board and staff in attendance completed and signed the questionnaire portion of the policy and turned them in. Any board member and/or staff who were not in attendance of today's meeting will have their Conflict of Interest policy sent to them for review and signature.

No Comments.

VII. COMMITTEE REPORTS

A. Approval of June 26, 2024 Executive Admin Meeting minutes*

17. V. Delcomyn motioned to approve the Minutes of the June 26, 2024 Executive Admin Meeting. M. Siragus seconded the motion. No further discussion. Motion passed unanimously.

B. Executive Administrative Committee

1. Ratify Approval of the 2022-2024 School Readiness Plan Amendment #08*
2. Ratify Approval of the ELCNF insurance coverages with Florida Insurance Trust*

18. R. Coleman motioned CONSENT APPROVAL of the Executive Administrative Committee votes for the June 26, 2024 meeting. M. Siragusa seconded the motion. No discussion, the motion passed unanimously.

VIII. STAFF REPORTS

A. CEO REPORT

D. Bell introduced Board member Krista Joseph's daughter Ali as a guest at our meeting.

D. Bell gave an update on the Finance Manager's position and reported that the interviews are going well.

D. Bell gave an update on the recent cuts the state legislature has made to the the Early Learning Programs. Discussion ensued regarding the devastating effect this is having for families and the long waitlist.

REVIEW OF THE 2023-2024 BOARD SELF EVALUATION RESULTS

D. Bell reviewed the results of the 2023-2024 Board Self Evaluation. This evaluation allows both board and staff members to assess how we are all doing and identifies any gaps that we can provide support through materials or training. Staff looks for those 1 or 2 ratings to see if there may be a gap, whether it is individually or more globally as a board. Twelve Board Members participated in the self-evaluation where overall results was rated a 4.11 or "exceeds expectations".

B. FINANCE MANAGER'S REPORT

Susan Pettijohn, Finance Manager gave the updated Finance Report.

Desk Reviews and Audits

Our external audit for FY2023-2024 will soon begin. There are no other outstanding desk reviews or audits.

Q4 Financial Statements (see attachment)

Attached are the Q4 financial statements for FY23-24. We have a small year-to-date loss due to the additional vacation accrual posted for this year and due to a revenue item that was reclassified to expense per the January 24 monitoring exercise. Grant expenses are less than anticipated at this time and in direct proportion to the reduction in grant revenue.

Targets and Restrictions

VPK Admin percentage for the year end was 3.744 % which is less than our target of 4%. SR Administration percentage for the year end was 3.762 % which is less than our target of 5%. ARPA admin percentage is currently 3.2 % which is less than our target of 5%.

Early Learning Coalition of North Florida

DRAFT

Balance Sheet

As of June 30, 2024

ASSETS

Cash, Operating	\$	2,052,362
Cash, Money Market		62,490
Petty Cash		200
Deposits		850
Prepaid Expense		24
Right of Use Asset		118,560
Equipment		6,498
Less: Accumulated Depreciation		<u>(6,498)</u>

TOTAL ASSETS

\$ 2,234,486

LIABILITIES

Episcopal Children's Services Payable	\$	2,011,371
DEL Advance Payable		170,093
Interest due to OEL		70,249
Other AP		1,037
Current portion of Lease Liability		14,072
Accrued Payroll		21,837
Accrued Vacation		27,194
Accrued Employee Benefits		1,671
Long-Term Lease Liability		<u>105,085</u>

TOTAL LIABILITIES

\$ 2,422,609

Net Assets @06/30/2023 (183,730)

Net change YTD@ 03/31/2024 (4,393)

Total Liabilities and Net Assets

\$ 2,234,486

Early Learning Coalition of North Florida

FY 2023-2024

As of June 30, 2024

	2/1/2024 Annual Budget	6/30/2024 Q4Actual	Favorable (Unfavorable)
Notice of Awards			
School Readiness (SR)	\$ 24,523,644	\$ 22,934,724	\$ (1,588,920)
CRRSA	1,279,153	0	(1,279,153)
ARPA	13,155,584	12,415,270	(740,314)
Voluntary PreKindergarten (VPK)	18,133,727	17,070,835	(1,062,892)
Total Notice of Award	\$ 57,092,108	\$ 52,420,829	\$ (4,671,279)

Subrecipient Expense			
School Readiness (SR)	\$ 23,379,075	\$ 21,925,700	\$ 1,453,375
CRRSA	1,279,153	0	1,279,153
ARPA	13,155,584	12,415,270	740,314
Voluntary PreKindergarten (VPK)	18,028,296	17,012,467	1,015,829
Total Subrecipient Expense	\$ 55,842,108	\$ 51,353,437	\$ 4,488,671

Grant Funds Available to ELC of North FL \$ **1,250,000** \$ **1,067,392** \$ **(182,608)**

Other Donations and Revenue

Interest Income	\$ 600	\$ 872	\$ 272
Quality Teacher's Conference	6,000	6,177	177
Miscellaneous Donations	3,500	1,731	(1,769)
Total Revenues	\$ 1,260,100	\$ 1,076,172	\$ (183,928)

ELC of North Florida Estimated Expense

Salaries	\$ 615,000	\$ 610,274	\$ 4,726
PR Taxes	65,000	46,337	18,663
Health Insurance & HSA Contributions	150,000	102,427	47,573
Pension	50,000	29,866	20,134
Life, Disability, and WC	18,000	7,532	10,468
Staff Development	10,000	9,814	186
Contract Services	15,000	2,500	12,500
Auditing	15,000	16,450	(1,450)
Legal	500	0	500
Printing & Reproduction	2,000	0	2,000
Repairs & Maintenance	1,000	0	1,000
Office Sites - Occupancy	70,000	50,760	19,240
Postage, Freight & Delivery	4,000	351	3,649
Rentals - Office Equipment	6,000	2,440	3,560
Office Supplies	12,000	7,856	4,144
Communications	22,000	20,637	1,363
D & O Insurance	2,700	3,661	(961)
General Liability	8,700	11,428	(2,728)
Equipment <\$5000	4,500	5,203	(703)
Equipment >\$5000	4,000	0	4,000
Travel - In State	8,000	5,024	2,976
Travel - Out of State	6,000	6,584	(584)
Travel - Local	7,000	5,491	1,509
Bank Fees	500	25	475
Software/Licenses/Support	22,400	10,056	12,344
Web Service	45,000	61,812	(16,812)
other employee expenditures	4,000	1,653	2,347
ADP Fees	9,000	6,394	2,606
Dues & Subscriptions	15,000	12,882	2,118
Taxes, Licenses and Fees	800	220	580
Miscellaneous other Current Charges	9,000	9,109	(109)

Quality Program	65,000	33,778	31,222
Total ELC North Florida Estimated Expense	1,267,100	1,080,565	186,535
Surplus or (Loss)	\$ (7,000)	\$ (4,393)	\$ 2,607

4TH QUARTER PROGRAM UPDATE

T. Dixon reported on the following:

Coalition Activities:

- The Division of Early Learning (DEL) Fiscal Monitoring occurred January 29 – February 1, 2024. In the final report (May 20, 2024), there was one compliance issue regarding an incorrect allocation. Staff refresher training was held and we are awaiting DEL’s acceptance of our corrective action (and close-out letter).
- Coalition and ECS staff held an “Open Discussions Lunch” meeting at the Jacksonville ECS headquarters location April 24, 2024. All ELC staff were able to meet some new ECS staff, including their new CEO, Dr. Natalya Roby. This continues to be a very productive annual meeting and both the ELC and ECS staff look forward to it.
- For best practices, ELC staff attended an internal Procurement “Refresher” training held April 2, 2024.
- The Coalition’s COOP (Continuation of Operations Plan) for 2024/2025 was submitted to DEL by the May 1, 2024 deadline.
- The 2024/2025 Coalition’s Anti-Fraud Plan was submitted to DEL’s Office of Inspector General April 4, 2024, and are awaiting acknowledgement/approval.
- The DEL Grant Agreement as well as the Episcopal Children Services (ECS) contract were completed and approved in time for July 1, 2024 funding and services.
- ELC and ECS staff began data and document collection for the DEL Accountability Review (that is done every other year). The entrance interview is scheduled for July 17, 2024.
- Palatka ELC staff (me 😊) began “Leadership Putnam” May 23, 2024. This is a leadership course held by the Putnam County Chamber of Commerce that will run until September 12, 2024.

Episcopal Children’s Services (ECS) Contract Monitoring:

The 2023/2024 Third Quarter Monitoring was performed May 13-24, 2024. This monitoring included all DEL required “eligibility” criteria for School Readiness and VPK. Additional areas of review were the Data Security Systems Updates, Personnel Records, and DEL Scorecard: Background Screenings. From this review, there were three compliance issues. These required staff refresher training sessions. The staff trainings were held before the final report.

The 2023/2024 Fourth Quarter Monitoring is scheduled for August 12-23, 2024. This monitoring will include all DEL required “eligibility” criteria for School Readiness and VPK. Additional areas of review will be Data Security Systems Updates, DEL Scorecard: Childcare Provider Monitoring, Non-direct Costs Review (3rd and 4th quarters combined), and Fiscal Year-end Overview.

ALL full reports are available upon request.

EXECUTIVE ADMINISTRATIVE COMMITTEE NO AUGUST MEETING

BOARD ABSENTEEISM LOG- INFORMATIONAL

BOARD COMMENTS

No Comments.

NEXT MEETINGS

The next scheduled meetings are as follows:

- Wednesday, November 6, 2024 , 10:30 a.m. – Exec/Admin Committee Conference Call Meeting
- Wednesday, December 4, 2024, 2:00 p.m. –Board Meeting, World Golf Village, Caddy Shack Restaurant.

ADJOURNMENT*

- 10.** B. Graham motioned for adjournment at 11:56 a.m. M. Holanchock seconded the motion. No discussion. Motion passed unanimously.

Minutes Submitted By: Marie Hanson, Office Manager